



## Miramar | Building Division

Community & Economic Development Department  
2200 Civic Center Place | Miramar, Florida 33025  
Tel: 954.602.3200 | Fax: 954.602.3635  
www.miramarfl.gov

## Pool Application Package

### Who Can Apply (A or B)

**A. Licensed Contractors:** Permit can be issued to **Licensed Contractors** properly registered in the Community Development - Building Division. Contractors shall provide all required applications properly signed and notarized. Also, Contract signed by both parties (Contractor & Homeowner) shall be provided indicating contract value per every applicable discipline.

#### **ATTENTION HOMEOWNER – READ CAREFULLY**

**B. Homeowner/Builder for Residential Only.** Permit can be issued to homeowner/builder if the address where you intent to do the work matches the address on picture ID (Driver License, ID card) and matches the Proof of ownership (Recorded warranty deed, tax statement, settlement statement). It means that Homeowner/Builder may apply if his/her address on picture ID match the job address for which he/she intends to apply for permit, also proof of ownership shall match the name and address on the picture ID. **HOMEOWNER/BUILDER SHALL BE PRESENT AT THE BUILDING DIVISION TO APPLY FOR PERMIT.**

- For Homeowner applicants only → Permit applications, Owner- Builder Disclosure Statement and HOA - Affidavit of Awareness must be notarized by Building Division Clerks. **OUTSIDE NOTARIZATION WILL NOT BE ACCEPTED.**
- **If a contractor is hired, then the contractor must pull the permit.**

### Required Documents

- ☐ All required applications based on the scope of work (Structural, Plumbing, Electrical, etc.).
- ☐ Plans (1 original set) signed & sealed by Professional Engineer or Registered Architect. **The submitted plans cannot exceeds the page size of 11" x 17"**
- ☐ Full Scalable and Updated Boundary Survey (1 set). **Reduced, faxed, enlarged surveys or any altered surveys are not acceptable. The boundary surveys submitted for application purpose shall be updated with less than five (5) years, and it shall be original signed & sealed by the Professional Land Surveyor.**
- ☐ All applicable specifications for Child Pool Barrier, Heat Pump, Exit alarms, Pool cover, etc. (1 set of each is required).
- ☐ Affidavit of Awareness of Homeowner's Association (Included in this package). This affidavit is required even if the property is not located in a Homeowner's Association.
- ☐ Owner –Builder Disclosure Statement, Proof of ownership & Picture ID matching the job address. (For Homeowner applicants only).
- ☐ Notice of Commencement, if job value is more than \$2,500 as per value in a contract signed by both parties (Contractor & Homeowner) or as determined by Building Official. **Notice of commencement must be filed at the Broward County Government Center / Records Division 115 S. Andrews Ave. Fort Lauderdale, FL 33301.**
- ☐ If Pool is proposed to be built on a lake or other waterway lot, then approval from **SOUTH BROWARD DRAINAGE DISTRICT** may be required. 6591 SW 160 AVE. SOUTHWEST RANCHES, Florida 33331 Phone: (954) 680-3337 Fax: (954)680-3339.

### Plans reviewed by

- **Engineering**
- **Zoning**
- **Plumbing**

- **Electrical**
- **Structural**

## BROWARD COUNTY UNIFORM BUILDING PERMIT APPLICATION

Select Trade: ☐ Building ☐ Electrical ☐ Plumbing ☐ Mechanical ☐ Other \_\_\_\_\_

Application Number: \_\_\_\_\_

Application Date: \_\_\_\_\_

|          |  |  |                          |  |                        |  |
|----------|--|--|--------------------------|--|------------------------|--|
| <b>1</b> | Job Address: _____   |  | Unit: _____              |  | City: _____            |  |
|          | Tax Folio No.: _____   |  | Flood Zone: _____        |  | BFE: _____             |  |
|          | Building Use: _____  |  | Construction Type: _____ |  | Job Value: _____       |  |
|          | Present Use: _____   |  | Proposed Used: _____     |  | Occupancy Group: _____ |  |
|          | Description of Work: _____   |  |                          |  |                        |  |
|          | <input type="checkbox"/> New <input type="checkbox"/> Addition <input type="checkbox"/> Repair <input type="checkbox"/> Alteration <input type="checkbox"/> Demolition <input type="checkbox"/> Revision <input type="checkbox"/> Other: _____ |  |                          |  |                        |  |
|          | Legal Description: _____ <span style="float: right;"><input type="checkbox"/> Attachment</span>  |  |                          |  |                        |  |

|          |                        |  |              |  |                         |  |
|----------|------------------------|--|--------------|--|-------------------------|--|
| <b>2</b> | Property Owner: _____  |  | Phone: _____ |  | Email: _____            |  |
|          | Owner's Address: _____ |  | City: _____  |  | State: _____ Zip: _____ |  |

|          |                         |  |   |  |                         |  |
|----------|-------------------------|--|---|--|-------------------------|--|
| <b>3</b> | Contracting Co.: _____  |  | Phone: _____                            |  | Email: _____            |  |
|          | Company Address: _____  |  | City: _____                             |  | State: _____ Zip: _____ |  |
|          | Qualifier's Name: _____ |  | Owner-Builder: <input type="checkbox"/> |  | License Number: _____   |  |

|                                  |   |             |              |                         |                         |  |
|----------------------------------|---|-------------|--------------|-------------------------|-------------------------|--|
| <b>4</b>                         | Architect/Engineer's Name: _____                              |             | Phone: _____ |                         | Email: _____            |  |
|                                  | Architect/Engineer's Address: _____                           |             | City: _____  |                         | State: _____ Zip: _____ |  |
|                                  | Bonding Company: _____  |             |              |                         |                         |  |
|                                  | Bonding Company Address: _____                                |             | City: _____  |                         | State: _____ Zip: _____ |  |
|                                  | Fee Simple Titleholder's name (if other than owner): _____    |             |              |                         |                         |  |
|                                  | Fee Simple Titleholder's Address (If other than owner): _____ |             | City: _____  |                         | State: _____ Zip: _____ |  |
|                                  | Mortgage Lender's Name: _____                                 |             |              |                         |                         |  |
| Mortgage Lender's Address: _____ |   | City: _____ |              | State: _____ Zip: _____ |                         |  |

Application is hereby made to obtain a permit to do the work and installations as indicated. I certify that no work or installation has commenced prior to the issuance of a permit and that all work will be performed to meet the standards of all laws regulating construction in this jurisdiction. I understand that a separate permit must be secured for ELECTRICAL WORK, PLUMBING, SIGNS, WELLS, POOLS, FURNACES, BOILERS, HEATERS, TANKS, and AIR CONDITIONERS, etc.

**WARNING TO OWNER: YOUR FAILURE TO RECORD A NOTICE OF COMMENCEMENT MAY RESULT IN YOUR PAYING TWICE FOR IMPROVEMENTS TO YOUR PROPERTY. A NOTICE OF COMMENCEMENT MUST BE RECORDED AND POSTED ON THE JOB SITE BEFORE THE FIRST INSPECTION. IF YOU INTEND TO OBTAIN FINANCING, CONSULT WITH YOUR LENDER OR AN ATTORNEY BEFORE COMMENCING WORK OR RECORDING YOUR NOTICE OF COMMENCEMENT.**

X \_\_\_\_\_  
Signature of Property Owner or Agent

X \_\_\_\_\_  
Signature of Qualifier

STATE OF FLORIDA  
COUNTY OF \_\_\_\_\_

STATE OF FLORIDA  
COUNTY OF \_\_\_\_\_

Sworn to (or affirmed) and subscribed before me this \_\_\_\_\_ day of \_\_\_\_\_, 20\_\_\_\_ by \_\_\_\_\_

Sworn to (or affirmed) and subscribed before me this \_\_\_\_\_ day of \_\_\_\_\_, 20\_\_\_\_ by \_\_\_\_\_

\_\_\_\_\_  
(Type / Print Property Owner or Agent Name)

\_\_\_\_\_  
(Type / Print Qualifier's Name)

\_\_\_\_\_  
NOTARY'S SIGNATURE as to Owner or Agent's Signature

\_\_\_\_\_  
NOTARY'S SIGNATURE as to Qualifier's Signature

Notary Name \_\_\_\_\_  
(Print, Type or Stamp Notary's Name)

Notary Name \_\_\_\_\_  
(Print, Type or Stamp Notary's Name)

Personally Known \_\_\_\_\_ or Produced Identification \_\_\_\_\_

Personally Known \_\_\_\_\_ or Produced Identification \_\_\_\_\_

Type of Identification Produced \_\_\_\_\_

Type of Identification Produced \_\_\_\_\_

APPROVED BY : \_\_\_\_\_ Permit Officer Issue Date: \_\_\_\_\_ Code in Effect: \_\_\_\_\_

**A jurisdiction may use a supplemental page requesting additional information and citing other conditions, please inquire.**

Note: If any development work as described in FS 380.04 Sec. 2 a-g is to be performed, a development permit must be obtained prior to the issuance of a building permit.



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### RESIDENTIAL SWIMMING POOL, SPA & HOT TUB SAFETY ACT

Application No. \_\_\_\_\_

### NOTICE OF REQUIREMENTS

I (We) acknowledge that a new swimming pool, spa or hot tub will be constructed or installed at \_\_\_\_\_

\_\_\_\_\_, and hereby affirm that one of the following methods will be used  
(Please Print Street Address)

to meet the requirements of Chapter 515, Florida Statute and Florida Building Code Section 454.2.17

**(Please initial the method(s) to be used for your pool or spa.)**

\_\_\_\_\_ The pool will be equipped with an approved **safety pool cover** that complies with ASTM F1346  
**(Submit Manufacturer's Specifications).**

\_\_\_\_\_ A continuous, one-piece (child) barrier meeting the requirements of **Florida Building Code 454.2.17** will protect the pool perimeter. The plans shall show the fence location and method of attachment, including one end that shall not be removable without the aid of tools. **(Submit Manufacturer's Specifications).**

\_\_\_\_\_ A combination of **non-dwelling walls and fences** (screen enclosures, child fence, masonry fence walls, chain link or wood fence, etc.) will protect the pool perimeter. The plans must specify the type and location of all non-dwelling walls.

\_\_\_\_\_ Any combination of protection which incorporates **dwelling walls** with openings directly into the pool perimeter and all **doors and windows will be equipped with exit alarms complying with the Florida Building Code, 454.2.17.1.9** (Submit Manufacturer's Specifications).

\_\_\_\_\_ Any combination of protection which incorporates **dwelling walls** with openings directly into the pool perimeter and all **doors will be equipped with a self-latching device with positive mechanical latching/locking installed a minimum 54" above the threshold.** If this option is selected, submit plans showing all types and location of all perimeter protection. The plans must also show the location and type of all openings, and the hardware type for each location. **(Submit Manufacturer's Specifications).**

**In accordance with the Code, a final inspection of the pool project will not be approved without compliance with the Private Swimming Pool Safety Requirements, and upon expiration of the permit, the pool shall be presumed to be unsafe.**

**I understand that not having one of the above installed will constitute a violation of Chapter 515, F.S. and will be considered as committing a misdemeanor of the second degree, punishable as provided in section 775.082 or Section 775.083 F.S. This form must be signed by the owner/agent and the primary contractor.**

\_\_\_\_\_  
Owner's Name (Please Print Owner)

\_\_\_\_\_  
Owner's Signature and Date

\_\_\_\_\_  
Prime Contractor's Name (Please Print)

\_\_\_\_\_  
Prime Contractor's Signature and Date

\_\_\_\_\_  
Notary Signature and Date Commission Expires



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### Owner/Builder Disclosure Statement

Owner Name: \_\_\_\_\_

Address: \_\_\_\_\_ Miramar, FL, Zip Code: \_\_\_\_\_

LOT: \_\_\_\_\_ BLOCK: \_\_\_\_\_ SUBDIVISION: \_\_\_\_\_

I am submitting an application for a Building Permit as an Owner-Builder in accordance with the exemption set forth in Florida Statute 489.103. Florida law requires construction to be done by a licensed contractor. It's a requirement by law you read and sign the following statements, and hence you can understand your responsibilities as an owner-builder. By signing the following statements, you attest that:

#### DISCLOSURE STATEMENT

*(Read and Initial to the left of each statement)*

- 1. I understand that state law requires construction to be done by a licensed contractor and have applied for an owner-builder permit under an exemption from the law. The exemption specifies that I, as the owner of the property listed, may act as my own contractor with certain restrictions even though I do not have a license.
- 2. I understand that building permits are not required to be signed by a property owner unless he or she is responsible for the construction and is not hiring a licensed contractor to assume responsibility.
- 3. I understand that, as an owner-builder, I am the responsible party of record on a permit. I understand that I may protect myself from potential financial risk by hiring a licensed contractor and having the permit filed in his or her name instead of my own name. I also understand that a contractor is required by law to be licensed in Florida and to list his or her license numbers on permits and contracts.
- 4. I understand that I may build or improve a one-family or two-family residence or a farm outbuilding. I may also build or improve a commercial building if the costs do not exceed \$75,000. The building or residence must be for my own use or occupancy. It may not be built or substantially improved for sale or lease. If a building or residence that I have built or substantially improved myself is sold or leased within 1 year after the construction is complete, the law will presume that I built or substantially improved it for sale or lease, which violates the exemption.
- 5. I understand that, as the owner-builder, I must provide direct, onsite supervision of the construction.
- 6. I understand that I may not hire an unlicensed person to act as my contractor or to supervise persons working on my building or residence. It is my responsibility to ensure that the persons whom I employ have the licenses required by law and by county or municipal ordinance.
- 7. I understand that it is a frequent practice of unlicensed persons to have the property owner obtain an owner-builder permit that erroneously implies that the property owner is providing his or her own labor and materials. I, as an owner-builder, may be held liable and subjected to serious financial risk for any injuries sustained by an unlicensed person or his or her employees while working on my property. My homeowner's insurance may not provide coverage for those injuries. I am willfully acting as an owner-builder and am aware of the limits of my insurance coverage for injuries to workers on my property.
- 8. I understand that I may not delegate the responsibility for supervising work to a licensed contractor who is not licensed to perform the work being done. Any person working on my building who is not licensed must work under my direct supervision and must be employed by me, which means that I must comply with laws requiring the withholding of federal income tax and social security contributions under the Federal Insurance Contributions Act (FICA) and must provide workers' compensation for the employee. I understand that my failure to follow these laws may subject me to serious financial risk.
- 9. I agree that, as the party legally and financially responsible for this proposed construction activity, I will abide by all applicable laws and requirements that govern owner-builders as well as employers. I also understand that the construction must comply with all applicable laws, ordinances, building codes, and zoning regulations.



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### Owner/Builder Disclosure Statement

(Continuation)

- 10. I understand that I may obtain more information regarding my obligations as an employer from the Internal Revenue Service, the United States Small Business Administration, the Florida Department of Financial Services, and the Florida Department of Revenue. I also understand that I may contact the Florida Construction Industry Licensing Board at (telephone number) or (Internet website address) for more information about licensed contractors.
- 11. I am aware of, and consent to, an owner-builder building permit applied for in my name and understand that I am the party legally and financially responsible for the proposed construction activity at the address listed above.
- 12. I agree to notify (issuer of disclosure statements) immediately of any additions, deletions, or changes to any of the information that I have provided on this disclosure.

Licensed contractors are regulated by laws designed to protect the public. If you contract with a person who does not have a license, the Construction Industry Licensing Board and Department of Business and Professional Regulation may be unable to assist you with any financial loss that you sustain as a result of a complaint. Your only remedy against an unlicensed contractor may be in civil court. It is also important for you to understand that, if an unlicensed contractor or employee of an individual or firm is injured while working on your property, you may be held liable for damages. If you obtain an owner-builder permit and wish to hire a licensed contractor, you will be responsible for verifying whether the contractor is properly licensed and the status of the contractor's workers' compensation coverage.

Before a building permit can be issued, this disclosure statement must be completed and signed by the property owner and returned to the local permitting agency responsible for issuing the permit. A copy of the property owner's driver license, the notarized signature of the property owner, or other type of verification acceptable to the local permitting agency is required when the permit is issued.

I have read the foregoing instructions and I am aware of my responsibilities.

\_\_\_\_\_  
Owner Signature

\_\_\_\_\_  
Date Signed

STATE OF FLORIDA, COUNTY OF BROWARD. Sworn to and subscribed before me this \_\_\_\_\_ day of \_\_\_\_\_, 20\_\_\_\_\_.

\_\_\_\_\_  
Notary Public

*F.S 489.103. 3(c). If any person violates the requirements of this subsection, the local permitting agency shall withhold final approval, revoke the permit, or pursue any action or remedy for unlicensed activity against the owner and any person performing work that requires licensure under the permit issued.*



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### Affidavit of Awareness of Homeowner's Association Regulations

The following "Affidavit" is required as per City's ordinance. This is a mandatory affidavit which is required even if your property is not located in a Homeowner's Association.

#### ATTENTION APPLICANT. READ CAREFULLY

- For homeowner/Builder applicants, this affidavit shall be notarized by Permit Clerk at the Building Division. Homeowner shall appear in person with required picture I.D. (i.e. Driver License) and proof of ownership (i.e. Recorded Warranty, County Tax Statement). The physical address on I.D. shall match the address on the proof of ownership (i.e. Recorded Warranty Deed).
- For Licensed Contractor applicants, this affidavit can be notarized outside the Building Division by any Notary Public.

**Homeowner or Condominium Association Affidavit requirement. Miramar - City Code Sec. 22-29.(c)(1)** As part of the application process for a building permit in accordance with this chapter and with Section 713.20 of the Land Development Code, each applicant shall sign an affidavit (the "affidavit of awareness") indicating that the applicant is aware that, if the subject property is located in a Homeowners' Association or Condominium Association, as defined in this section, the applicant's property may be subject to additional regulations despite the issuance of a building permit by the city.

This serves to notify such homeowner that the issuance of a Building, Landscaping, or other permits by the City of Miramar, Florida does not exempt he/she from any and all other regulations imposed by the Homeowner's Association (HOA) in which his/her property is located. Be aware that despite the issuance of a building permit by the city, the applicant's property may result in additional regulations or denial to perform the work in your property located at HOA community.

Read and Initial to the left of the applicable statement

\_\_\_\_\_ I acknowledge that **I am the owner of property** located in the following Homeowner's Association:

\_\_\_\_\_  
Print Name of Homeowner's Association

\_\_\_\_\_ I acknowledge that my property is not located in a Homeowners' Association.

Name: \_\_\_\_\_  
Homeowner - Print Name

Job Address: \_\_\_\_\_

Miramar, Florida Zip Code : \_\_\_\_\_

Signature: \_\_\_\_\_  
Homeowner - Signature

STATE OF FLORIDA. Sworn to and subscribed before me this \_\_\_\_\_ day of \_\_\_\_\_, 20\_\_\_\_\_

\_\_\_\_\_  
Notary Public

PERMIT NUMBER:

NOTICE OF COMMENCEMENT

The undersigned hereby given notice that improvement will be made to certain real property, and in accordance with Chapter 713, Florida Statutes the following information is provided in the Notice of Commencement.

1. DESCRIPTION OF PROPERTY (Legal description & street address, if available) TAX FOLIO NO.:

SUBDIVISION BLOCK TRACT LOT BLDG UNIT

2. GENERAL DESCRIPTION OF IMPROVEMENT:

3. OWNER INFORMATION: a. Name

b. Address c. Interest in property

d. Name and address of fee simple titleholder (if other than Owner)

4. CONTRACTOR'S NAME, ADDRESS AND PHONE NUMBER:

5. SURETY'S NAME, ADDRESS AND PHONE NUMBER AND BOND AMOUNT:

6. LENDER'S NAME, ADDRESS AND PHONE NUMBER:

7. Persons within the State of Florida designated by Owner upon whom notices or other documents may be served as provided by Section 713.13 (1) (a) 7., Florida Statutes: NAME, ADDRESS AND PHONE NUMBER:

8. In addition to himself or herself, Owner designates the following to receive a copy of the Lienor's Notice as provided in Section 713.13 (1) (b), Florida Statutes: NAME, ADDRESS AND PHONE NUMBER:

9. Expiration date of notice of commencement (the expiration date is 1 year from the date of recording unless a different date is specified):, 20

WARNING TO OWNER: ANY PAYMENTS MADE BY THE OWNER AFTER THE EXPIRATION OF THE NOTICE OF COMMENCEMENT ARE CONSIDERED IMPROPER PAYMENTS UNDER CHAPTER 713, PART I, SECTION 713.13, FLORIDA STATUTES, AND CAN RESULT IN YOUR PAYING TWICE FOR IMPROVEMENTS TO YOUR PROPERTY. A NOTICE OF COMMENCEMENT MUST BE RECORDED AND POSTED ON THE JOB SITE BEFORE THE FIRST INSPECTION. IF YOU INTEND TO OBTAIN FINANCING, CONSULT WITH YOUR LENDER OR AN ATTORNEY BEFORE COMMENCING WORK OR RECORDING YOUR NOTICE OF COMMENCEMENT.

Signature of Owner or Owner's Authorized Officer/Director/Partner/Manager

Print Name and Provide Signatory's Title/Office

State of Florida  
County of Broward

The foregoing instrument was acknowledged before me this day of, 20

By, as (name of person) (type of authority,...e.g. officer, trustee, attorney in fact)

For (name of party on behalf of whom instrument was executed)

Personally known or produced the following type of identification:

Notary

(Signature of Notary Public)

Under Penalties of perjury, I declare that I have read the foregoing and that the facts in it are true to the best of my knowledge and belief (Section 92.525, Florida Statutes).

Signature(s) of Owner(s) or Owner(s)' Authorized Officer/ Director / Partner/Manager who signed above:

By By